

6 FAM 600 SAFETY AND OCCUPATIONAL HEALTH (SOH) PROGRAM

6 FAM 610 SAFETY/HEALTH AND ENVIRONMENTAL MANAGEMENT PROGRAM

(TL:GS-61; 03-13-2000)

6 FAM 611 GENERAL

6 FAM 611.1 Purpose

(TL:GS-61; 03-13-2000)
(Uniform State/AID/Commerce/Agriculture)

Establish a *Safety, Health, and Environmental Management Program (SHEM)* which assures a safe and healthful *living and working* environment for all Department of State (DOS) employees, *family members abroad supported by the Department*, FSNs, and personnel incident to an activity of or on the premises under the control *or lease* of the Department and the Agencies; and set forth policy for issuance, implementation, and administration of an effective and comprehensive program as prescribed by Executive Order (E.O.) 12196, 29 CFR Part 1960, *and various environmental laws*.

6 FAM 611.2 Applicability

(TL:GS-61; 03-13-2000)
(Uniform State/AID/Commerce/Agriculture)

These regulations apply to all of the Department's activities and facilities of diplomatic and consular posts abroad including the activities and facilities of other agencies assigned to or working within these posts, hereinafter referred to as **the Agencies**, which do not administer a separate equivalent program for their facilities abroad; *and to all domestic organizations or work activities*.

6 FAM 611.3 Scope

(TL:GS-61; 03-13-2000)
(Uniform State/AID/Commerce/Agriculture)

This section delineates policy, responsibilities, and requirements of the *Safety, Health, and Environmental Management Program*. The program is directed to the protection and conservation of Department of State resources and protection of operational continuity; this is accomplished through the elimination or proper management and control of hazardous conditions which can result in physical harm, illness, death, property loss, or environmental damage. This includes:

- (1) Injuries or illnesses to personnel, including FSNs, *family members abroad supported by the Department*, and contract employees, incident to an activity of or on the premises under the control of the Department and the Agencies;
- (2) Damage to or loss of equipment, material, and property owned or leased by the Department and the Agencies;
- (3) Damage to or loss of non-Department or non-Agency property where incident to the use, or activity of, or on the premises under the control of the Department or Agencies, or when they may result in claims against the *U.S. Government* or in unfavorable public relations;
- (4) Fires, explosions, hazardous materials contaminations, and other similar incidents that may threaten people, property, and equipment; and
- (5) Emissions, discharges, and/or disposal of hazardous materials which may adversely impact the environment *as well as environmental health factors such as air and water pollution, water potability, ambient radiation, and pesticides*.

6 FAM 611.4 Authorities

(TL:GS-61; 03-13-2000)
(Uniform State/AID/Commerce/Agriculture)

The authorities are found under:

- (1) Occupational Safety and Health Act of 1970 (Pub. L. 91-596) (the Act);
- (2) Executive Order 12196, Occupational Safety and Health Programs for Federal Employees;

- (3) Basic Program Elements for Federal Employee Occupational Safety and Health Programs (29 CFR 1960);
- (4) Occupational Safety and Health Standards (29 CFR Parts 1910 and 1926);
- (5) Resource Conservation and Recovery Act (RCRA) and Amendments (40 CFR);
- (6) Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (40 CFR);
- (7) Toxic Substances Control Act (TSCA)(15 CFR);
- (8) Clean Air Acts Amendments (40 CFR);
- (9) Standards for Tracking and Management of Medical Waste (40 CFR);
- (10) *Lead Based Paint Poisoning Prevention (24 CFR);*
- (11) *Emergency Planning and Right to Know Act (40 CFR); and*
- (12) *National Environmental Policy Act (40 CFR).*

6 FAM 612 POLICY

(TL:GS-61; 03-13-2000)
(Uniform State/AID/Commerce/Agriculture)

It is the policy of the Secretary of State to:

- (1) Ensure safe and healthful working *and living* conditions for all employees of the Department *and family members abroad*, the Agencies, contractors, *and* visitors *who are* on DOS controlled *or leased* premises as they may be affected by DOS activities;
- (2) Administer an effective comprehensive loss control program;
- (3) Protect Departmental equipment and property from loss due to accident, fire, and disaster; and
- (4) Conserve and protect the environment through responsible management and control of operational activities which could result in emissions, discharges, and/or disposal of hazardous materials adversely impacting the environment.

6 FAM 613 PROGRAM ADMINISTRATION AND RESPONSIBILITIES

6 FAM 613.1 Designated Agency Safety and Health Official (DASHO)

(TL:GS-59; 10-01-1999)

(Uniform State/AID/Commerce/Agriculture)

In accordance with requirements of Executive Order 12196, the Department Designated Agency Safety and Health Official (DASHO) is the Assistant Secretary for Administration. The incumbent assists the Secretary in establishing the Department's Safety and Occupational Health Program to meet requirements of the E.O., Section 19 of the Occupational Safety and Health Act and 29 CFR Part 1960. The DASHO assures that adequate program direction, budget, and staff are provided by the Department to implement the mandated program at all operational levels.

6 FAM 613.2 Office of the Safety, Health, and Environmental Management (SHEM) Director

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The *Safety, Health, and Environmental Management Director* administers and manages the Department's worldwide *Safety, Health, and Environmental Management Program* for the DASHO. The *SHEM Director*:

(1) Establishes and issues policies, programs, and standards to carry out the provisions of Section 19 of the OSHA Act, 29 CFR 1960, E.O. 12196, and various environmental laws and regulations published under 40 CFR and 15 CFR. These policies and programs will assist the Department, its organizations, and posts in establishing and operating a comprehensive safety, occupational health, *and environmental health* program which is integrated into the organizational framework;

(2) Prescribes accident, illness, injury record keeping, environmental mishap, and reporting requirements which will enable the Department to meet record keeping requirements established by E.O. 12196, Section 19 of the OSHA Act, 29 CFR 1960, and requirements published under 40 CFR and 15 CFR. These procedures shall assure that accurate data are compiled and maintained for required periods;

(3) Serves as the official Departmental focal point for all safety, occupational health, *and environmental health* matters and liaison with the Office of Federal Agency Safety Programs, OSHA, U.S. Department of Labor, the Environmental Protection Agency, National Institute for Occupational Safety and Health, and other Federal agencies;

(4) Serves as the Departmental authority to resolve employee reports of alleged unsafe or unhealthful working *and living* conditions;

(5) Provides for periodic audits or evaluations of DOS organizations and posts to assure that an acceptable level of SHEM and environmental activity is being accomplished. Conducts special studies necessary to investigate, evaluate, and resolve safety, health, and environmental issues or problems;

(6) Reviews and coordinates all Departmental matters related to safety, occupational health, and environment (as they relate to emissions, discharges, and disposal of hazardous materials *and ambient environmental health conditions*) for the DASHO;

(7) Coordinates and/or provides technical support required to enable DOS posts and domestic organizations to meet safety, occupational health, and environmental requirements;

(8) Establishes Departmental goals and objectives for reducing and eliminating occupational accidents, illnesses, injuries, and environmental mishaps;

(9) Prepares the Department's annual SHEM Report for submittal by the DASHO to the Secretary of Labor, and coordinates the annual A-106 Environmental Pollution Report for submittal to EPA and OMB; *provides an annual written assessment of the state of the Department's SHEM Program, including major accomplishments and identifying additional Program needs to the DASHO*;

(10) Establishes appropriate regulations and standards such as those issued by DOL, EPA, NIOSH, and other recognized standard-setting bodies when necessary to address specific safety, occupational health, or environment problems in the Department, its organizations, and posts;

(11) Investigates and resolves all employee(s) reports of alleged discrimination because of participation in occupational safety and health activities;

(12) Serves as the Executive Director of the Department's DASHO Advisory Committee on Occupational Safety and Health (DACOSH)(see 6 FAM 613.3);

(13) Provides for the review and *safety, occupational* health, and environmental analysis of all new Departmental projects, operations, initiatives, procedures, etc. during the planning process. Provides responsible managers with information and requirements for addressing safety, *occupational health*, and environmental issues; monitors projects to ensure effective implementation of *safety, occupational* health, and environmental controls; and

(14) Appoints Class A Mishap Boards, for the DASHO, to investigate and analyze major accidents, occupational illness, occupational injuries, etc. (see 6 FAM 617.3). *Reviews Class A Mishap Reports and prepares an action memo with appropriate recommendations for issuance by the DASHO.*

6 FAM 613.3 DASHO Advisory Committee on Occupational Safety and Health (DACOSH)

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The function of this committee is to monitor and coordinate overall Department safety, occupational health, *environmental health* and environmental activities, plans, programs, and policies consistent with objectives of Section 19 of the Occupational Safety and Health Act, Executive Order 12196, *and various environmental laws*. This is accomplished by an ongoing review of major programs and policies in *safety, health*, and environmental management including identification of issues and procedures which cut across lines of responsibility of Department offices. The objective is to establish a systematic integrated planning process to facilitate the implementation of various Department safety and occupational health goals and objectives. The *designated agency safety and health official* chairs the *committee* and the *SHEM* Director serves as the Executive Director. Ex-officio members of DACOSH are:

- (1) A/OPR—Deputy Assistant Secretary for Operations;
- (2) A/FBO—Deputy Assistant Secretary for Foreign Buildings *Operations*;
- (3) M/MED—Medical Director;
- (4) A representative from the labor organization holding exclusive recognition for all other (GS and WG) employees; and
- (5) A representative from the labor organization holding exclusive recognition for the Foreign Service unit.

6 FAM 613.4 Offices of Assistant Secretaries

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. In coordination with the Department of State Designated Safety and Health Official, the assistant secretaries of the following organizations will ensure that *safety, health*, and environmental management program requirements are implemented at their posts abroad or domestic operations:

- (1) European and Canadian Affairs;
- (2) African Affairs;
- (3) East Asian and Pacific Affairs;
- (4) Western Hemisphere Affairs;
- (5) Near Eastern Affairs;
- (6) South Asian Affairs;
- (7) International Organization Affairs; and
- (8) All others.

b. The *organizations* listed above provide the assistance and *funding* support necessary to assist and enable posts to meet requirements in 6 FAM 610, and shall coordinate with the *SHEM Director to integrate the Department's safety, occupational health, and environmental requirements and organizational activities as appropriate.*

c. *Assistant secretaries shall ensure that each major suborganization appoints a designated occupational safety and health officer (DOSHO) responsible for implementing the Department's SHEM program defined in 6 FAM 617 for domestic work environments in their bureau. Responsibilities include:*

- (1) *Hazard identification, assessment, and abatement;*
- (2) *Reporting hazardous conditions;*
- (3) *Investigating and reporting MISHAPs;*
- (4) *Safety and/or health awareness training;*
- (5) *Recordkeeping; and*

- (6) *Systems safety and/or health planning analysis.*

6 FAM 613.5 Office of Medical Services

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The Medical Director, in support of the Safety, Health, and Environmental Management Program, shall provide for:

- (1) Consultation to the *SHEM* Director on medical aspects of the Department's *Safety, Health, and Environmental Management Program*;
- (2) Appropriate preplacement physical examinations for employees assigned to known hazardous workplaces;
- (3) Medical assessment and required treatment of on-the-job emergency injury and illness due to occupational accidents or exposures within the capacity of the health facility;
- (4) Referral of employees for job-related injuries and illnesses to private physicians and/or medical facilities; and
- (5) Medical surveillance of known hazardous occupational exposures.

6 FAM 613.6 Office of the Deputy Assistant Secretary for Foreign Buildings Operations

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The Deputy Assistant Secretary for Foreign Buildings *Operations*:

- (1) Manages and directs the fire prevention aspects abroad of DOS buildings abroad by insuring that:
 - (a) New designs meet applicable fire, life safety, and electrical safety code requirements including the most recent National Fire Protection Association (NFPA) and National Electric Code (NEC) standards;
 - (b) Fire safety features are installed correctly, adequately tested, and functioning properly prior to occupying a new building;
 - (c) Post employees are provided with periodic fire safety training by qualified professionals;
 - (d) Buildings abroad are routinely inspected by competent professionals for fire hazards;

(e) Fire protection measures on *A/FBO* managed construction sites are adequate; and

(f) Fires are investigated to determine origin and cause by qualified professionals in a responsive manner, and that assistance is provided to other bureaus or agencies in on-going arson investigations;

(2) Ensures that appropriate Departmental fire, safety, and environmental policies and standards are applied as part of the following *A/FBO* administered activities:

(a) Planning and engineering design of new facilities;

(b) During planning and engineering design for renovations of existing facilities;

(c) Maintenance or repair of existing facilities and major equipment; and

(d) During construction of new facilities or renovation of existing facilities;

(3) To the extent that is practical, ensures that facilities being considered for acquisition are examined for the presence of hazardous conditions or materials and that hazards are abated or controlled prior to allowing access to either construction or renovation teams or normal building occupants;

(4) Provides engineering expertise and support as necessary to abate major buildings related hazardous conditions identified by qualified safety and occupational health professionals as part of the Department's hazard identification and assessment program described herein; including PCBs (in transformers), Radon, and leaking underground storage tanks;

(5) Manages and directs the building abroad asbestos abatement activities; and

(6) Ensures that each *A/FBO* administered contract for construction of new facilities and modification or renovation of existing facilities includes the appropriate requirement for construction site safety.

6 FAM 613.7 Office of Acquisitions

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. The Director, Office of Acquisitions, in coordination with the SHEM Director, ensures that appropriate Department of State SHEM standards and policies are adequately addressed as an integral part of the contracting and procurement processes. Specifications developed for contract projects shall be reviewed by the program office to ensure that they are not in conflict with

Department of State SHEM standards and that requirements are included, as necessary, to meet the intent of this section. The Office of Safety, Health, and Environmental Management will assist in identifying those types of procurements where a SHEM analysis or statement is required.

b. Contracting officers shall ensure, by requiring certification or other mechanism, that the review required in paragraph a of this section has been made prior to taking solicitation action. As part of this determination, the contracting officer shall review the contractor's written safety and occupational health plan to ensure its adequacy, if such a plan is required.

6 FAM 613.8 Office of the Inspector General

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The Inspector General evaluates posts' compliance with safety, occupational health, and environmental requirements of 6 FAM as part of its scheduled inspections. Significant problems noted in the inspection report are brought to the attention of the SHEM Director, including the status of post progress in implementing safety, occupational health, and environment requirements and the identification of imminently hazardous or otherwise significant health issues which might have Department-wide impact.

6 FAM 613.9 Office of Facilities Management/Support Services

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The Director of the Office of Facilities Management and Support Services, in coordination with the SHEM Director, ensures that appropriate Departmental and/or General Services Administration fire, safety, health, and environmental policies and standards are applied as part of the organization's activities. These activities should include:

- (1) Planning for replacement of building systems, repairs, and minor alterations in existing facilities;
- (2) Providing domestic facilities maintained in a manner free from safety and health hazards including *indoor air quality concerns*;

(3) Serving as the facility *asbestos control manager*, and reviewing all contracts and/or reimbursable work before the start of a project to determine if asbestos containing material (ACM) is present in the proposed work area;

(4) Serving as the facility *hazardous waste coordinator* who is responsible for ensuring facilities' compliance with hazardous waste and other environmental standards; and

(5) Ensuring appropriate standards are applied during the maintenance or repair of existing facilities and major equipment.

6 FAM 613.10 Office of Real Property Management

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The Director of the Office of Real Property Management (RPM) in coordination with the *SHEM* Director ensures that appropriate Department and/or General Services Administration fire, safety, health, and environmental policies and standards are applied as part of the following RPM administered activities:

(1) Planning and engineering design of new facilities;

(2) Planning and engineering design for renovations of existing facilities;

(3) Constructing new facilities or renovating existing facilities; and

(4) Acquiring new facilities. RPM shall ensure that a safety, health, and environmental assessment is conducted during the planning stage of any acquisition.

6 FAM 613.11 Office of International Security Operations

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The Director of the Office of International Security and Operations PM/ISO provides assistance and technical support to posts potentially impacted by accidental release of airborne nuclear radiation which could threaten life and property. This includes developing appropriate precautionary, protective, and emergency response support as part of the post Emergency Action Plan. Other post support including nonemergency and occupational ionizing (nuclear) radiation remains the responsibility of the Office of Safety, Health, and Environmental Management.

6 FAM 614 POST SAFETY AND OCCUPATIONAL HEALTH PROGRAM ADMINISTRATION AND RESPONSIBILITIES

6 FAM 614.1 Principal Officer/Deputy Principal Officer

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The *principal officer* has overall responsibility for the safety and health of post employees. The deputy principal officer is the *designated post safety and occupational health administrator* (the administrator), and has equivalent responsibilities to the Department DASHO. The administrator assures that an effective SHEM Program is implemented to protect Department of State resources in accordance with Department policies and procedures contained in 6 FAM 610 and in other documents. The administrator:

- (1) Appoints a *post occupational safety and health officer* (POSHO) to carry out the day-to-day safety and occupational health program management and implementation. This person will be a full-time U.S. employee, usually assigned to the administrative area. *Ensures that the POSHO attends (or had attended) the SHEM Seminar (or equivalent training) sponsored by the Office of Safety, Health, and Environmental Management within one year of being assigned safety and health duties;*
- (2) Actively promotes and supports the SHEM Program to facilitate implementation by the POSHO;
- (3) Provides adequate funding to establish and administer the program, including POSHO training as well as the abatement of safety, occupational health, and environmental hazards identified; and
- (4) Ensures that safety and occupational health is a critical job element of POSHO, supervisors, and other individuals having responsibilities in this area.

6 FAM 614.2 Post Occupational Safety and Health Officer (POSHO)

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The POSHO coordinates, administers, and implements the Post Safety, Health, and Environmental Program for the *designated post safety and occupational health administrator*. Duties and responsibilities are reflected in the individual's job performance standards. The Post Safety, Health, and Envi-

ronmental Program shall meet the requirements of 6 FAM 617, as well as other related Departmental requirements which may exist. The POSHO develops the *post's* SHEM Program administration budget requirements that may be necessary to meet program goals and objectives for the fiscal year. Funding requirements are included in the *post's* annual budget submission.

6 FAM 614.3 Post Occupational Safety and Health Standing Committee

6 FAM 614.3-1 General

(TL:GS-59; 10-01-1999)
(Uniform State/AID/Commerce/Agriculture)

The Occupational Safety and Health Committee is organized and maintained to enable the administrator to coordinate and oversee the safety and occupational health program. The committee serves to emphasize and facilitate a coordinated and integrated team approach for dealing with safety, occupational health, and environmental issues. The committee serves as a mechanism for establishing and accomplishing program goals and objectives. It also facilitates safety and occupational health communications between management and employees.

6 FAM 614.3-2 Committee Organization and Membership

(TL:GS-59; 10-01-1999)
(Uniform State/AID/Commerce/Agriculture)

a. A Safety and Occupational Health Committee is to be established at each post having more than 25 employees (including FSN's and personal services contractors). The designated post safety and occupational health administrator is the committee chairman and the POSHO serves as the executive director. The committee shall meet at least semiannually or more frequently, as required. Written minutes of each meeting will be maintained by the POSHO and a copy will be distributed to each member.

b. Ex-officio members of the committee are as follows:

- (1) Deputy principal officer—chairman;
- (2) POSHO—*executive director*;
- (3) Administrative officer;
- (4) Personnel officer;
- (5) Regional medical officer or *Foreign Service nurse practitioner*; and

(6) Regional security officer.

c. Consideration should be given to including other members such as:

(1) *A representative of the employees from the labor organization holding exclusive recognition at the particular location; or*

(2) Other Agencies' representatives.

d. A Unit Safety and Health Committee may be organized in those instances where a unit safety officer has been designated, consistent with the applicable provisions of any collective bargaining agreement covering Agency employees.

6 FAM 614.3-3 Committee Objectives and Functions

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. *Assist the administrator in planning and executing* Department policies and requirements related to loss control, including safety, occupational health, and the environment. Review and update the plan annually.

b. Integrate safety and occupational health into the post's management system, including the delegation of activities and functions as appropriate.

c. Monitor the progress of various organizational elements in meeting established goals and objectives.

d. Review annual mishap statistics and utilize this data to establish or modify program goals and objectives.

6 FAM 614.4 Supervisors

(TL:GS-59; 10-01-1999)

(Uniform State/AID/Commerce/Agriculture)

Employees who exercise supervisory functions will, to the extent of their authority, furnish employees a place of employment free from recognized hazards that can cause death or serious harm. They must comply with safety and occupational standards of the Department and ensure that timely action is taken to correct unsafe or unhealthful working conditions or practices. Supervisors are responsible for assuring that:

(1) Employees are provided the correct tools and equipment to conduct the job safely;

(2) The employees are properly instructed in the use of these items; and

(3) Applicable safety and health procedures are observed in the workplace.

6 FAM 614.5 Contractors

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. Each contractor, grantee, or other entity conducting projects or programs which are funded or supported in whole or in part by the Department of State is responsible for providing its employees safe and healthful conditions of employment in accordance with Department of Labor (DOL) regulations (29 CFR), as a minimum; except that contractors involved in A/FBO sponsored construction and renovation activities shall abide by standards contained in the *Corps of Engineers Safety and Health Requirements Manual* as in 6 FAM 616.5. When contractor operations occur in or around Department of State facilities, there is an increased potential for adversely affecting Department of State employees and operations, as well as the general public. Therefore, contract requirements must be clearly defined during contracting and project planning activities.

b. In all cases, contractor operations and activities, whether sponsored by the post or another Department of State organization, shall be closely coordinated with the POSHO during both planning and implementation phases.

6 FAM 615 EMPLOYEE RIGHTS, RESPONSIBILITIES, AND PROTECTION FROM REPRISAL

6 FAM 615.1 Employee Rights

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

Employees have the following rights:

(1) To have access to copies of the Department's safety and occupational health policy, program, standards, and injury or illness statistics;

(2) To comment on occupational safety and health standards and injury and illness statistics;

(3) To report and request inspections of workplaces which the employee believes to be unsafe or unhealthful, without fear of coercion or reprisal; and

(4) To appeal to the State Department Office of *Safety, Health*, and Environmental Management if the employee disagrees with the final disposition by the post concerning working conditions reported as unsafe or unhealthful.

6 FAM 615.2 Employee Responsibilities

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

Each employee must comply with the regulations set forth in this chapter, follow prescribed personal safety and health practices, and advise supervisors of any unsafe or unhealthful working conditions. If satisfactory action is not obtained after reporting a hazard to a supervisor, the employee should report the hazard in writing to the POSHO who will investigate and ensure that appropriate actions are taken. The POSHO will forward a copy of the hazard report to the Department's *SHEM* Director.

6 FAM 615.3 Employee Protection from Reprisal

(TL:GS-59; 10-01-1999)

(Uniform State/AID/Commerce/Agriculture)

a. No employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition, or for other participation in Department occupational safety and health program activities. Employees have the right to decline to perform their assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm, coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

b. Allegations of reprisal should be processed under the Department's grievance procedures, or an applicable negotiated grievance procedure.

c. Executive directors, administrative officers, office directors, and supervisors must ensure that employees are informed of these rights, and that employees know how and where to file an allegation of reprisal.

6 FAM 616 STANDARDS

6 FAM 616.1 General Standards

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The Department safety and health standards are those promulgated by the Secretary of Labor under 29 CFR (OSHA). Department of State standards include, by reference, a number of consensus standards produced by the

American National Standards Institute (ANSI), the National Fire Protection Association (NFPA), etc., in addition to the A/FBO Fire Protection Design Standards. Additional environmental standards are contained in regulations listed in 6 FAM 611.4, paragraphs e through g. The Department will also adopt applicable emergency temporary occupational safety and health standards that may be established by the Secretary of Labor or recommended by the National Institute for Occupational Safety and Health (NIOSH). Posts may be required to implement host country *safety, health*, and environmental standards when they are more restrictive than Department of State standards.

6 FAM 616.2 Exposure Standards

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

Permissible exposure limits (PELs) for exposure to toxic and hazardous materials and hazardous physical energies are those published by the Department of Labor under 29 CFR Part 1910 except, when the Threshold Limit Value (TLV), established by the American Conference of Governmental Industrial Hygienists (ACGIH), is lower than the OSHA PEL, the TLV becomes the exposure standard for the Department of State. *If neither a PEL nor TLV exists, the NIOSH Recommended Exposure Limit (REL) becomes the Departmental exposure standard.*

6 FAM 616.3 Hazard Control Ventilation Standards

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The *Industrial Ventilation Manual*, published by the American Conference of Governmental Industrial Hygienists (ACGIH), is the Department of State design standard for ventilation systems used to control hazardous materials for protection of personnel in the workplace. This is in addition to the more limited requirements set forth in OSHA, 29 CFR Part 1910. Air flow and air capacity specifications are those contained in the *Industrial Ventilation Manual*.

6 FAM 616.4 Design Standards

(TL:GS-59; 10-01-1999)

(Uniform State/AID/Commerce/Agriculture)

For the design of new construction or the design of major renovations and alterations of existing structures, the Department will conform with the OSHA Standards at posts abroad and with the host country standards as required. Their application, as a modification of local design criteria, will be at the discretion of the architect or engineer who will follow U.S. Standards to the fullest extent practical. In order to ensure acceptable indoor air quality in Department

of State office buildings, ASHRAE Standard 62-1989, Ventilation for Acceptable Indoor Air Quality, shall be followed when designing new buildings, or when designing renovations or modifications to the ventilation systems in existing buildings.

6 FAM 616.5 Construction Standards

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

For new construction or major renovations and alterations of existing structures at posts abroad, the Department will conform with the *U.S. Corps of Engineers Safety and Health Requirements Manual*, and with host country standards as necessary.

6 FAM 616.6 Additional Standards

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The Office of *Safety, Health*, and Environmental Management will develop and/or issue additional standards as necessary to address specific safety and occupational health and environmental issues or problems not covered by the standards listed above *in 6 FAM 616.1 through 616.5*, or by the regulations listed under 6 FAM 611.4. These standards are contained in the *Resource Guide* (6 FAM 616.7). Periodically, the Office of *Safety, Health*, and Environmental Management may issue revised versions of certain OSHA and other standards (i.e., Hazard Communication Program) when the revised versions may be beneficial to posts in understanding and implementing requirements. Agencies or bureaus with occupational responsibilities involving unusual or special hazards not covered above *in 6 FAM 616.1 through 616.5* should submit proposed draft standards to the *SHEM* Director for review and approval.

6 FAM 616.7 Departmental Safety, Occupational Health, and Environmental Management Resource Guide

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The *Resource Guide*, which is to be issued to all posts and domestic organizations, contains all safety and occupational health policies, *directives*, programs, standards, and other requirements issued by the Department. The *Resource Guide*, which will be updated periodically by the Office of Safety, Health, and Environmental Management, *contains Federal regulations that the Department must comply with*. Copies of this *guide* are to be maintained by all posts indefinitely.

6 FAM 616.8 Integrated Pest Management (IPM)

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. All posts must implement an integrated pest management (IPM) program in all U.S. Government-owned long-term leased properties in accordance with the Department IPM policy or program document. This program incorporates three separate and distinct elements:

- (1) Pest prevalence reduction measures;
- (2) Self-help measures; and

(3) Selection and use of pesticides that are registered with the Environmental Protection Agency and/or that A/FBO/OPS/SAF has approved for use. These pesticides shall be mixed and applied according to label instructions only after items (1) and (2) above *in this section* have proven ineffective.

b. All posts with short-term U.S. Government-leased properties are to periodically contact those properties' landlords and implement one of the following strategies (in order of priority):

- (1) Obtain landlord permission to implement IPM procedures as given above;
- (2) Eliminate the use of chemical pesticides and substitute self-help pest reduction measures by landlords and/or tenants; and
- (3) Select and use pesticides that are registered with the Environmental Protection Agency and/or that A/FBO/OPS/SAF has approved for use. Mix and apply them according to their label instructions.

6 FAM 616.9 Motor Vehicle Safety Program

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

All posts and domestic organizations must implement a motor vehicle safety management program in accordance with the Department Motor Vehicle Safety Management Policy document. As a minimum this program must include:

- (1) Assignment of program responsibilities;*
- (2) Operator selection and training;*
- (3) Motor vehicle inspections; and*
- (4) Mishap reporting and investigation.*

6 FAM 616.10 Swimming Pools

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

All posts having swimming pools associated with facilities or residences owned, leased or otherwise under Department of State control must implement appropriate design or operational safety requirements consistent with the most recent Department procedures. As a minimum these requirements will address the following elements:

- (1) Barrier or Fences;*
- (2) Supervision;*
- (3) Emergency procedures;*
- (4) Posted rules;*
- (5) Hazardous chemical control; and*
- (6) Electrical hazards.*

6 FAM 616.11 Drinking Water Quality

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

All posts must provide potable water which is microbiologically and chemically safe to all Department of State-owned or -leased facilities where

employees and family members abroad work or reside. Posts will accomplish this in part by periodically testing the water; ensuring that appropriate water treatment devices or systems are provided, used, and properly maintained; and ensuring that any bottled water provided is safe to drink.

6 FAM 617 SAFETY AND OCCUPATIONAL HEALTH PROGRAM REQUIREMENTS

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

Each post and domestic organization shall implement a comprehensive safety and occupational health loss control program, as described herein, to protect its personnel and capital assets, and to meet environmental requirements associated with their operations. In accordance with 6 FAM 614.2 and 613.4, the *post occupational safety and health officer (POSHO)* and the *domestic occupational safety and health officer (DOSHO-for domestic operations)* shall ensure that the following requirements are met.

6 FAM 617.1 Workplace Hazard Identification and Assessment

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. All “increased risk” (non-office) work operations and areas will be inspected by qualified safety and occupational health professional(s) at least once a year.

b. A qualified safety and occupational health professional is an individual meeting Office of Personnel Management (OPM) qualifications for Safety and Occupational Health Manager or Specialist (GS-018), Industrial Hygienist (GS-690), or Safety Engineer (GS-803). *All occupational health or industrial hygiene studies, surveys etc. shall be done by or under the supervision of a certified industrial hygienist (CIH); safety assessments shall be done by or under the supervision of a Certified Safety Professional (CSP).* Fire Prevention Engineers (GS-804) and Fire Protection Specialists or Marshalls (GS-081) are qualified to inspect workplaces having fire risk potential. In areas where more specialized expertise is required, a person possessing that expertise may be requested to accompany the safety and health professional on such inspections.

c. In addition to requirements in paragraph a of this section, the POSHO will inspect all work areas annually and “increased risk” work areas or operations twice a year. Unit supervisors are responsible for regular hazard

inspections of their workplaces on a daily or weekly basis, depending on the nature of their work.

d. In addition to inspections conducted by personnel in paragraph b of this section, construction engineers licensed in the *civil, mechanical, and electrical* disciplines and assigned to the *A/FBO* Technical Support Branch shall make inspections to construction site activities on *A/FBO* administered contracts. Unit supervisors are responsible for regular hazard inspections of their workplaces on a daily or weekly basis, depending on the nature of the work.

e. An increased risk or high-risk activity is a workplace or environment with a high potential for mishaps or occupational illnesses. Included are activities involving, but not limited to, machines, electrical or electronic functions including transmitting antennas, chemicals or chemical applications, materials storage and handling, construction, maintenance, and repair. High-risk activities include all public works facilities, activities, and shops.

f. Inspections shall include a comprehensive hazard assessment addressing the potential for losses and exposures to fire, safety, and health hazards. A complete risk analysis of each work operation shall be done and shall include environmental factors, training needs, materials used, hazardous or toxic chemicals used, control systems, protective equipment used, etc. Quantification of potentially harmful exposures to hazardous or toxic chemicals, materials, noise, asbestos, radiation, biological materials, etc. shall be accomplished by or under the supervision of industrial hygienists certified in comprehensive aspects of industrial hygiene.

g. Occupational safety and health personnel are authorized to enter without delay and unannounced for the purpose of inspecting any building, installation, facility, construction site, or other workplace or area where work is being performed by employees of the Department or agencies. Inspecting personnel are authorized to question privately any employee, supervisor, or official in charge of the establishment concerning pertinent safety and occupational health conditions and concerns.

h. Inspection personnel on *A/FBO* construction projects are to provide written reports of findings and recommendations to the *A/FBO* project director for action. Inspection personnel are not authorized to direct *A/FBO* contractors to take action that may result in changes in contract requirements or increased costs to *A/FBO*. In cases where immediate danger exists, inspection personnel will inform the *A/FBO* project director in charge, verbally and then in writing, of the potential danger and the actions required to correct the problem.

i. The safety and occupational health personnel conducting inspections will give officials in charge of the facility and employee representatives an opportunity to accompany them during the physical inspection of the workplace. The inspector must obtain the appropriate security clearances to inspect areas or workplaces where classified operations or information requires such security clearances.

6 FAM 617.2 Reporting of Hazardous Conditions

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. All inspection findings, except those involving conditions which are corrected at the time of the inspection, shall be documented in an inspection report which is officially conveyed to the manager responsible for the inspected work area(s). The report shall specify time frames for compliance. A copy of the report shall be forwarded to members of the safety committee and employee representative, if any. Also, a copy will be maintained by the POSHO for a period of five years after the inspection.

b. As soon as it is concluded on the basis of an inspection that a risk exists that could reasonably be expected to cause immediate serious physical harm or illness, immediate action must be taken to eliminate the hazard. The inspector is to inform the official in charge of the workplace and the *designated post safety and occupational health administrator*, verbally and then in writing, of the potential danger and the actions required to correct the problem.

c. When an imminent danger is identified as per paragraph b of this section, a Notice of Alleged Safety or Health Hazards Form (DS-1853) must be completed and immediately posted in the work area until the hazard is permanently abated. It must be written in English, as well as the host country language if non-English speaking FSNs or PCSs work in the area affected. The Form shall describe in detail the nature and degree of seriousness of the hazard, remedial measures to be taken until the hazard is abated, and a reasonable time for abatement or correction.

d. Department of State employees (including FSNs), employee representatives and contractors may request the POSHO to investigate and assess a condition/environment/operation which they believe possess a hazard to safety or health. The request can be made verbally, but must be followed by a written request. Upon receipt of such a request, the POSHO shall direct an investigation and respond to the requester within 24 hours for reports of imminent danger conditions; within three working days for potentially serious conditions, and within 14 working days for other than serious conditions.

e. If, after reporting a hazardous condition, the employee is not satisfied with the final action, a request for higher level review can be made, in writing,

to Department of State, Office of *Safety, Health*, and Environmental Management *A/FBO/OPS/SAF (SHEM)*, Washington, DC 20520. Upon receipt of a request, the Office of Safety, Health, and Environmental Management will initiate an investigation of the alleged condition by qualified safety and occupational health professionals. If the condition constitutes violation of Department of State standards, the post will be so advised and will be responsible for initiating appropriate corrective (abatement) action. The employee will be advised by the Office of Safety, Health, and Environmental Management, in writing, of the actions taken to resolve the issue.

6 FAM 617.3 “Mishap” Investigation and Reporting

6 FAM 617.3-1 General

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. The purpose of this section is to issue requirements and procedures for investigating, analyzing, and reporting Department of State “mishaps”. A “mishap” is defined as any unplanned, unexpected, or undesirable event causing injury, *disease or illness*, death, material loss or damage, or incident causing environmental contamination *including improper pesticide application*. The term mishap is used in lieu of accident or occupational illness and includes motor vehicle accidents.

b. All mishaps which occur on Department of State-owned *or -leased* premises, or during the conduct of *U.S. Government* business, shall be investigated and reported. Any injury, illness, or *disease* reported on Form CA-1 or CA-2 to the Office of Workers Compensation (OWCP), Department of Labor, or the equivalent host country report, is a reportable mishap.

c. A Mishap Analysis Board (MAB) is appointed to conduct an analysis and investigation for the sole purpose of preventing future mishaps. The board may be composed of several members or of a single individual, depending on the circumstances of the mishap.

6 FAM 617.3-2 Classification of Mishaps

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The classification of mishaps, based on personnel and fiscal losses involved, will determine the level of mishap investigation required. Mishaps shall be classified as soon as reasonable estimate of total cost is made. All mishaps will be classified into one of the following categories:

(1) Class A:

(a) The cost of property/real estate/environmental damage is \$100,000 or greater; Department of State operations are curtailed or shut down for more than eight hours;

(b) An injury, *illness*, or *disease* results in a fatality or permanent total disability; or

(c) An injury, *illness*, or *disease* (with lost workdays) involves three or more individuals;

(2) Class B:

(a) The cost of property/real estate/environmental damage is between \$50,000 and \$100,000; or

(b) Any mishaps resulting in *injuries*, *illness*, or *disease* require inpatient hospitalization;

(3) Class C:

(a) The cost of property/real estate/environmental damage is between \$1,000 and \$50,000;

(b) Any occupational illness;

(c) Any occupational illness or injury, other than first aid, resulting in loss of consciousness, lost time from the job, restricted duty, or temporary transfer to a different job; and

(d) Any other release of hazardous or toxic materials which results in contamination of the outside environment.

6 FAM 617.3-3 Appointment of Mishap Investigation Analysis Boards

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. A Mishap Investigation Analysis Board shall be appointed as soon as practicable to analyze mishaps. Class A and B *board* memberships will vary according to the gravity and type of mishap under investigation. Whenever possible, the convening authority will assign board members having the experience and technical background appropriate for the mishap. Boards convened to investigate mishaps involving death shall always include a physician, as shall those involving any occupational illness or injury or illness likely to result in disability. Mishaps involving fire shall include a trained fire investigator.

b. Class A Mishap Investigation Analysis Boards are appointed by the Department of State *SHEM* Director, or the Department's Designated Agency *SHEM* Director *may delegate this responsibility to the post and/or send a representative to participate.*

c. Class B Mishap Investigation Analysis Boards are appointed by the designated post safety and occupational health administrator, except that environmental mishap assessments will be coordinated by *A/FBO/OPS/SAF (SHEM).*

d. Class C Mishap Investigation Analysis Boards consist of the *post occupational safety and health officer (POSHO).* However, the POSHO shall draw on other individuals having the specialized expertise needed to investigate and analyze the mishap. Environmental mishap assessments will be coordinated by *A/FBO/OPS/SAF (SHEM).*

6 FAM 617.3-4 Mishap Reporting

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. Posts shall immediately (within 12 hours) report all Class A and Class B mishaps or any environmental contamination incident (*including improper pesticide application*) by phone or telegram to the Department's *SHEM* Director *A/FBO/OPS/SAF (SHEM).*

b. Class A and B *boards* shall submit a detailed Mishap Report to the *SHEM* Director within 30 days after the board has convened. *Class A Mishap Boards will also submit a copy along with a recommended corrective action directly to the designated agency safety and health official.* A copy of Class B Mishap Reports will be provided to the *designated post safety and occupa-*

tional health administrator, who will ensure that appropriate corrective actions are implemented.

c. Class A and B Mishap Reports are signed by all board members and include these three main sections:

(1) Factual information: Includes only factual data that relates to the mishap and the personnel involved. Contains a chronological history of events leading to the mishap, information on specific injuries and property damage, and other appropriate facts;

(2) Analysis and conclusions: Examines all possible alternative causes, leading to the conclusion of what is the actual cause; and

(3) Recommendations: Includes actions deemed necessary to prevent future mishaps at post and throughout the Department.

d. *The SHEM Director will review Class A Mishap Reports, and develop recommended corrective measures in an action memo to be issued by the DASHO. Recommendations usually relate to organizational and operational changes needed to help minimize the occurrence of similar mishaps.*

e. *Distribution of Class A Mishap Reports will be carefully controlled and provided only on a need-to-know basis, in order to preserve the independence and integrity of the mishap investigation process. None of the information developed during the investigation or included in the report will be used to justify disciplinary measures or to take legal action against employees who were in any way involved in the mishap.*

f. *The POSHO shall ensure that a completed Form DS-1663, Supervisor's Report of Accident, is forwarded to the Office of Safety, Health, and Environmental Management for all duty-related mishaps resulting in personal injury (excluding a minor injury involving first-aid only) or property damage in excess of \$1,000. Normally, a supervisor will complete and submit this form to the POSHO within two days of the mishap. A copy of all DS-1663 forms will be maintained on file for three years.*

g. *Reports of accidents involving injuries, deaths, or occupational illnesses, etc. may also be reported to the Office of Workers Compensation (OWCP), Department of Labor, through PER/ER. Chapter 10 of the Employees Benefits Handbook details these procedures and guidelines. Requests for workers compensation shall be carefully coordinated with the POSHO to ensure that an accident report has been filed and that the claim is valid. A copy of any OWCP report must also be sent to the Office of Safety, Health, and Environmental Management. Refer also to 3 FAM 1900*

6 FAM 617.3-5 Motor Vehicle Mishap Reports

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

Form SF-91, *Motor Vehicle Accident Report*, is to be completed promptly by the operator at the scene of the accident, if possible. (If the operator is incapacitated, the immediate supervisor will complete the form from available information.) This report must be prepared by the employee operating a U.S. Government-owned, -rented, or -leased motor vehicle, or a private vehicle used for official business that is involved in an accident. The completed Form SF-91 will be submitted through the employee's immediate supervisor and POSHO for review and forwarding to the Office of *Safety, Health, and Environmental Management A/FBO/OPS/SAF (SHEM)*. *SHEM* will forward to the Office of *Logistics Operations (A/LM)* a copy of each vehicle abroad accident report involving a U.S. Government-owned vehicle. When damage to the vehicle exceeds \$4,000 or the mishap is Class A or Class B, the accident must be investigated and reported *in accordance with 6 FAM 617.3. Witness statements should be typed and translated into English.*

6 FAM 617.4 Training

(TL:GS-59; 10-01-1999)

(Uniform State/AID/Commerce/Agriculture)

a. The POSHO shall ensure that top management officials are provided with orientation and other learning experiences which enable them to meet their respective safety and occupational health responsibilities. Such orientation should include coverage of section 19 of the Act, E.O. 12196, the requirements of 29 CFR 1960, the provisions of 6 FAM, and the pertinent elements of the Department or post's safety and occupational health program.

b. The POSHO shall ensure that supervisory personnel are provided with occupational safety and health training for supervisory employees including supervisory responsibility for providing and maintaining safe and healthful working conditions for employees, the administration of an occupational health program under section 19 of the Act, E.O. 12196, 29 CFR 1960, and the provisions of 6 FAM. Supervisors should also receive training in recognizing and abating hazards specific to their workplaces.

c. Each post shall provide training for POSHOs in appropriate standards and in the use of equipment and procedures which will enable them to conduct competent safety and health inspections. They should also be trained to propose methods of hazard abatement to post officials and to properly document inspection findings. Assistance to posts is available from the Office of *Safety, Health, and Environmental Management*.

d. All employees shall be provided with information necessary to conduct their jobs in a safe and healthful manner. The POSHO shall ensure that safety and occupational health orientation is provided for all new employees, and that specialized SHEM training related to the work performed by particular employees (i.e., clerical, printing, welding, crane operation, chemical and material handling, computer operation, etc.), is provided. Refresher training shall be conducted at least annually. In addition, fire safety training, including fire drills, shall be provided.

e. POSHOs shall maintain training records documenting names of people trained, job title, position, and type of training provided, including specific subjects and dates of training.

6 FAM 617.5 Record Keeping

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

The POSHO is responsible for maintaining the following safety and occupational health records for the periods indicated:

(1) Inspection findings and reports related to safety hazards, health hazards, fire hazards, environmental hazards, asbestos conditions, indoor air quality, etc.: **five years**;

(2) Employee exposure records including environmental (workplace) monitoring or measuring of a toxic or otherwise hazardous substance or harmful physical agent and material *safety data sheets* (MSDS) for any chemical or product measured or monitored (also applies to asbestos monitoring results): **30 years**;

(3) Employee occupational medical records related to or required by the hazardous nature of the individual's job. These include medical and employment questionnaires or histories; results of medical examinations, including lab and other tests; medical opinion notes, diagnoses, and recommendations; first aid records and employee medical complaints; and descriptions of treatments and prescriptions: **30 years**;

(4) Reports of Mishap Investigation Analysis Boards, Mishap Forms (DS-1663), *Motor Vehicle Accident Report* (SF-91): **three years**:

- (5) Hazard Condition Notifications and employee requests to investigate hazardous conditions: **five years**;
- (6) Annual *hazardous materials inventory*: **30 years**;
- (7) Material *safety data sheets* (MSDS): **As long as product is used**;
- (8) Training records: **three years**;
- (9) Safety and health planning analyses: **three years**;
- (10) All policies, procedures, cables, and other safety and health information promulgated by the Department Office of *Safety, Health*, and Environmental Management, including the *SHEM Resource Manual*: **Indefinitely**;
- (11) All policies, procedures, and other safety and health directives promulgated by post: **Indefinitely**; *and*
- (12) All drinking water testing results: **Indefinitely**.

Medical records are to be maintained in the individual's health record.

6 FAM 617.6 Systems Safety and Health Planning Analysis

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. Frequently, there are potential safety and occupational health or *environmental* problems associated with new initiatives or projects conducted by the post. This includes anything from new building construction, building renovation, new or changes to operational procedures, change in materials used in an operation (i.e., new chemical or piece of equipment), new use of existing materials, etc.

b. Emphasis on safety, occupational health, *and environmental analysis*, early in the planning stages of any project, reduces the possibility that new or additional hazards to Department of State personnel and material resources will be introduced. Early identification of such potential hazards makes it possible to eliminate or control them with nominal costs. Once uncontrolled hazards have been introduced, costs for retrofit and abatement are incurred and are generally much greater than those for eliminating or controlling the hazard in the planning or development stage.

c. Therefore, the POSHO shall participate in all post planning activities for new projects and initiatives, whether they are internally or externally sponsored. The POSHO shall analyze projects to determine the potential for safety and occupational health risks. If necessary, the POSHO shall provide the responsible manager with specific written documentation of the potential hazards involved and actions required to eliminate or control those hazards. If there are no known hazards, this shall also be documented and provided to the manager. A copy of all SOH analyses shall be maintained by the POSHO for three years after the project is completed.

d. The POSHO shall monitor implementation of all new projects having SHEM risks to ensure that planned hazard control requirements are in place and working effectively. This includes the construction and/or renovation of Department of State facilities done by A/FBO, post contractors, or post in-house staff.

e. Assistance to post is available from the Office of *Safety, Health*, and Environmental Management.

6 FAM 617.7 SHEM Program Administration

(TL:GS-61; 03-13-2000)

(Uniform State/AID/Commerce/Agriculture)

a. Posts shall develop and publish in an Administrative Notice specific procedures, requirements, and responsibilities for implementing requirements of 6 FAM. This document shall be issued periodically, or whenever there is a change in personnel, by the chief of mission or by the *designated post SHEM administrator*.

b. The administrator shall issue appropriate SHEM information, procedures, requirements, etc. which may, from time to time, be issued by the Office of *Safety, Health*, and Environmental Management. This includes posting of the most current Departmental SHEM Program Policy issued by the Secretary.

c. The POSHO shall provide an annual written assessment of the status of the post's efforts in meeting FAM requirements to the administrator. This assessment is to be submitted by December 31 of each year, along with SHEM Program goals and objectives for the coming year.

6 FAM 618 AND 619 UNASSIGNED